

CONTRACT CHECKLIST

FOR DHS CONTRACT FOR SERVICES

PARAGRAPH	INFORMATION TO CHECK	
FRONT PAGE		
Contracting Parties.	The Division/Office/Unit name and address are listed.	
	The Region name and address, if any, are listed.	
	The Contractor's full legal name, IRS number, and legal status are listed.	
Questions Regarding this Contract	The title, name (optional), telephone number and address of a Division Representative are listed	
Table of Provisions	All attachments are listed, including such things as a sole source letter or conflict of interest declaration.	
PART I, SECTION A CONTRACT DESCRIPTION AND SPECIFICATIONS		
1 Purpose and Scope of Contract	The services the Contractor will provide under this contract is briefly and accurately described and matches the procurement (i.e. RFP) and Part II, #3, "Description of Services, Support, or Projects Provided Under This Contract".	
2 Contract Period	The beginning and ending dates of the contract are listed. These dates must match dates listed in the procurement.	
	If contract beginning date is 90 days past, a memo addressed to the DHS Deputy Director is attached explaining the delay. The memo is not part of the contract and therefore does not need to be listed on Front Page under "Table of Provisions in this Contract."	
3 Type of Contractor	The Checklist for Subrecipient/Service Provider Determination Form is filled out to determine if the Contractor is a "Service Provider" or "Subrecipient." This form is attached to the contract. This Checklist is not part of the contract and therefore does not need to be listed on Front Page under "Table of Provisions in this Contract."	
	Appropriate type of contractor ("Service Provider" or "Subrecipient") is marked and matches Checklist for Subrecipient/Service Provider Determination.	
4 Type of Contract	Appropriate type of contract "Unit of Service" or "Cost Reimbursement" is marked and matches information in paragraph #5 "Type of Contract Payments" and Part IV paragraphs 1 "Payment Rates", 2 "Method and Source of Contractor Payment" and 6 "Billing Documentation".	
5 Type of Contract Payments	Appropriate type of payment amount "Non-Fixed" or "Fixed", is marked and matches information in paragraph #4 "Type of Contract".	
	If the type of contract payment is a Fixed amount "Actual Services/Approved Budget", "Actual Services/Rate Based" or "Guaranteed Minimum" is marked.	
	If "Actual Services/Approved Budget" is marked, a dollar amount is listed and matches dollar amount in Part IV, paragraph 1 "Payment Rates" and the budget. A budget is filled out and included in Part VI "Budgeting Principles and Forms".	
	If "Actual Services/Rate Based" is marked, a dollar amount is listed and matches dollar amount in Part IV, paragraph 1 "Payment Rates". The approved rates are listed in the table under Part IV, paragraph 1 "Payment Rates".	
	If "Guaranteed Minimum" is marked, a dollar amount is listed and matches dollar amount in Part IV, paragraph 1 "Payment Rates".	

PARAGRAPH	INFORMATION TO CHECK	
6 Funding Sources and Funding Reductions	The funding source(s) is listed in the table.	
7 Compliance with Procurement Requirements	The appropriate procurement method is marked.	
	If the Contract is exempt from the bidding process, a letter documenting the basis for exemption is attached to the contract and the letter is listed as an attachment on the Front Page under "Table of Provisions in this Contract."	
PART I, SECTION B CONTRACTOR'S LEGAL STATUS AND INDEMNIFICATION RESPONSIBILITES		
2 Contractor Must Provide Insurance and Indemnification	If the Contractor is a not a government agency, the Division has received a copy of the certificate of insurance showing that the required coverage is in place.	
	If the Contractor is not a government agency and is self-insured, the Division has received adequate evidence that the Contractor can provide liability protection and has obtained a statement from the DHS Deputy Director or designee that the coverage is sufficient. A copy of the DHS Deputy Director's statement is attached to the contract and listed on Front Page under "Table of Provisions in this Contract."	
PART I, SECTION C CONTRACTOR'S COMPLIANCE WITH FEDERAL AND STATE LAWS		
9 Restrictions on Conflicts of Interest and Related Party Transactions	Under c.(2) ("Contractor's Representations About Potential Conflicts of Interests"), the appropriate box is marked.	
	If c.(2).(b) is marked, the Division has received a notarized disclosure statement from the Contractor and the Executive Director of DHS or designee's determination that this Contract does not involve the parties in any inappropriate conflict of interest. Both the Contractor's notarized statement and the Executive Director determination are attached to the contract and listed on Front Page under "Table of Provisions in this Contract."	
	If c.(2).(c) is marked, the Contractor's written certification is attached to the contract and listed on Front Page under "Table of Provisions in this Contract."	
	If the Contractor has related party transactions to declare, a copy of the Contractor's current disclosure statement is attached to the contract. This disclosure statement is part of the contract. And is therefore listed on Front Page under "Table of Provisions in this Contract."	
PART I, SECTION D COMPLIANCE MONITORING AND RECORD-KEEPING RESPONSIBILITES		
2 Review of Contractor's Reports and Bills	The title, name (optional), telephone number and address of the individual that prepares billings and reports <u>for the Contractor</u> are listed.	
PART I, SECTION E CONTRACT MODIFICAITONS AND DISPUTE RESOLUTION PROCEDRUES		
1 Subcontracts	The subcontracting requirement for the Contractor is marked. If the option for Subrecipients is marked, the Contractor is listed as a subrecipient in Part I, Section A, paragraph 2, "Type of Contractor."	
3 Contract Renewal	If the contract is based on an RFP, the renewal language from the RFP is inserted here. This language must be the exact wording used in the RFP. If the contract is not based on an RFP, this paragraph is marked not applicable.	
PART II, PROGRAM DESCRIPTION		

PARAGRAPH	INFORMATION TO CHECK	
1 Eligibility Categories	The eligibility category(ies) and code(s) are listed here.	
2. Eligibility Determination	It is marked whether DHS or the Contractor will determine the eligibility for individual clients.	
3 Description of Services, Supports, or Projects Provided Under this Contract	The program description is included here and clearly describes the services the Contractor is to provide under this contract. The program description must match the program description in the procurement and Part I, Section A, paragraph 1, Purpose and Scope of Contract.	
	"Contractor" is used instead of "offeror", "provider" or the name of the Contractor.	
	"DHS" is used instead of "Department of Human Services" or "Department."	
	"DHS/ _____" is used instead of the name of the Division.	
PART III, OBJECTIVES AND EVALUATION		
1 Program Objectives	The Process Objectives, Outcome Objectives, and Indicators and Data Source are identified and clearly outlined here	
	"Contractor" is used instead of "offeror", "provider" or the name of the Contractor.	
	"DHS" is used instead of "Department of Human Services" or "Department."	
	"DHS/ _____" is used instead of the name of the Division.	
2 Client Centered Objectives	If the contract is for a treatment program that requires the development of client treatment plans, the "Yes" box is marked	
	If the contract is not for a treatment program that requires the development of client treatment plans, the "No" box is marked	
PART IV, CONTRACT COSTS, BILLING AND PAYMENT INFORMATION		
1 Payment Rates	The appropriate option is marked and matches Part I, Section A, paragraph 4a, "Method Used to Calculate Contractor's Compensation" and Part IV paragraphs 2 "Method and Source of Contractor Payment" and 6 "Billing Documentation."	
	If the contract is identified as a "'Unit of Service' (Rate-Based) Contract" in Part I, Section A, paragraph 4a, "Method Used to Calculate Contractor's Compensation," the Service Title, Service Code, Unit of Service, and Rate are filled in the table.	
	If the contract is identified as a "'Cost Reimbursement' Contract" in Part I, Section A, paragraph 4a, "Method Used to Calculate Contractor's Compensation," the Service Title, Service Code, and Total Contract Amount are filled in the table.	
2 Method and Source of Contractor Payment	The appropriate option for billings is marked and matches Part I, Section A, paragraph 4a, "Method Used to Calculate Contractor's Compensation" and Part IV paragraphs 1 "Payment Rates" and 6 "Billing Documentation."	
	If the standard instructions for the billings are not sufficient, additional information for billings is included under "Other Instructions."	
3 Contractor's Specifics	The billing name and address of the Contractor are filled in.	
	The IRS Number of the Contractor is filled in.	
	The Telephone Number of the Contractor is filled in.	
	The address/location where the services will be provided is filled in.	
	The name and address of the entity or individual preparing Contractor's audit report or financial statement are filled in.	

PARAGRAPH	INFORMATION TO CHECK	
4 Matching Funds	If the Contractor is required to provide matching funds, the type of match "In-Kind" or "Cash" is marked and the dollar amount is filled.	
	If there is a budget included with the contract, the matching funds are listed in the budget.	
6 Billing and Documentation	The appropriate option for billing and documentation is marked and matches Part I, Section A, paragraph 4a, "Method Used to Calculate Contractor's Compensation" and Part IV paragraphs 1 "Payment Rates" and 2 "Method and Source of Contractor Payment."	
9 Client Absences	If the Contractor is providing residential care, whether or not the rate in the Contract includes a factor for absences is marked.	
12 Billing for First and Last Days	It is marked whether or not DHS will or will not reimburse the Contractor for the first and last days of service.	
PART VI BUDGETING PRINCIPLES AND FORMS		
Section B Budget Forms	If "Actual Services/Approved Budget" is marked under Part I, Section A, paragraph 5 "Type of Contract Payments", a budget is included here	
	The dollar amounts on the budget add up correctly and match the Amount listed in Part I, Section A, paragraph 5 "Type of Contract Payments."	
PART IX JURISDICTION, COPYRIGHT, AND OTHER GENERAL PROVISIONS		
Signatures	The name and title of the person signing for the Contractor is filled in.	
	The name and title of the person signing the for the Division is filled in.	
	If needed, the name and title of the person signing the for the Region is filled in.	
	The name and title of the budget officer signing the for the Division is filled in.	
	Either the DHS Purchasing Agent or State Purchasing must be listed on all contracts. If the contract is to be signed by the DHS, Purchasing agent, the name and title of the DHS Purchasing Agent is filled in. If the contract is to be signed by State Purchasing, Douglas G. Richins is listed on the signature page.	
	If the total dollar amount listed in Part I, Section A, paragraph 5 "Type of Contract Payments" is more the \$8000 (during the life of the contract), then State Finance is listed on the signature page.	